Catamount Loans Group
Meeting Minutes
February 26, 10:00 AM – 11:30 AM

In attendance: Deb Higgins (Rutland), Sheila Kearns (VTLib),Wendy Sharkey(Bennington), Therese Marcy (Brooks),Jill Tofferi (Fletcher),Karen MacDonnell (Rutland),Greg Tischer (Royalton), Linda Harkin (Morrisville)

1. Review of meeting minutes from January 22, 2015. There were no corrections to the minutes.
2. Circulation procedures that had been recently drafted or are under development were reviewed. Final agreement was reached on the procedure for items lost or long overdue that are checked out to a patron at a library that is not the owning library of the item. The staff client actions for breaking the link between lost items that are checked out to the patron of another library will be added to the billing procedure document.
3. Agreement was reached to post all current versions of agreed upon procedures to the "Procedures" discussion in the Catamount Loans project on Basecamp: https://basecamp.com/2118307/projects/3369926/messages/38311860
4. The basecamp discussion "Circulation Procedures Brainstorm" was examined to identify procedures that should be documented next. Procedures for processing the holds queue (running, collecting items and checking them in) were identified as being ready to document. Therese Marcy will be drafting this document which will include agreed upon frequencies for processing the holds queue (all days on which libraries are open) and sending out mailings to CLN libraries (at least once a week and more frequently if it is deemed appropriate for a library's workflow.
5. A discussion of the global circulation preference Confirmfutureholds concluded that this preference had no effect on moving a patron from an items owning library further up the holds queue if a local items was available. Rather the preference identifies the number of days prior to a patrons hold set to take effect in the future, the hold will be triggered. In light of this information, the group agreed to set the preference to 2 days prior to the hold activation date.
6. The group examined the relatively new global circulation preference LocalHoldsPriority and agreed upon settings that are intended to give priority to patrons of libraries at which a requested item is currently located. The intent of this setting is to limit the transfers of the item back and forth to libraries as much as possible. The new settings for this preference are:

   Give priority for filling holds to patrons whose **home library** matches the item's **holding library**.

   The group agreed to observe the effect of this setting to determine if it should remain as it is or be changed.

7. The group discussed concerns raised at the previous CLN board meeting about holds being placed on new items and whether or not it was the result of the recent change in settings to allow staff to override holds policies in order to place a hold. The group determined that the

specific issue that was raised at the CLN board meeting was not related to overriding holds policies. The group further concluded that the benefits of keeping the policy as is, outweigh potential staff actions that might place a hold on items that all libraries agree can only be placed on hold by patrons from the items home library (i.e. new books). The group identified staff training as the best way of preventing any overrides that might not be acceptable.

8. Deb Higgins provided an overview of the coming transition of CLN support activities from VTLIB staff to staff members at CLN libraries. There was a request that Deb provide some basic explanation of the roles that she went over for CLN library staff members who will be taking over the activities of VTLIB staff. Deb noted that she will be preparing that information for the Rutland staff and she will share it with the group.

9. Deb Higgins noted the upcoming training for the upgrade to Koha 3.18 and asked that all members of the group spend time working in the test system after it is upgraded sometime in the next few weeks. Sheila Kearns posted information about the upgrade training and the available release notes that members of the group may want to review.

10. The meeting adjourned a 11:30 AM